

## **JOB DESCRIPTION**

**Name:** City Administrator  
**Salary:** Negotiable – Based on Education and Experience  
**Reports To:** Mayor

### **Job Summary:**

The City Administrator is responsible for directing a variety of administrative processes that allow the City of Socorro to operate. It is the job of the Administrator to implement and oversee the policies of the City of Socorro. The Administrator is responsible for interfacing with the Mayor, City Council, Department Heads and Socorro community.

### **Job Duties:**

- Manages the day to day operations of the City.
- Fiscal State of the Municipality – Works with the City Treasurer in properly administering the City's budget.
- Department Oversight – Directs the planning, delivery and evaluation of all City services and activities through department heads.
- External Relations – Hears the concerns and requests of the community. Works with other Federal, State and local agencies, professional organization groups and local/regional citizen groups.
- Implement and Oversee Policies – Develops policies, procedures and processes as needed.
- Advises and appraises the Governing Body on various matters. Attends all meetings of the Governing Body.
- Examines books, records and official papers of any office, department, agency, board or commission of the City as needed to assure integrity of operations and prevent impropriety.
- Interacts with City residents, attorneys, developers, consultants, vendors and other parties to discuss/resolve issues of mutual concern and/or interest.
- Interacts with Chamber of Commerce to discuss/resolve issues of mutual concern and/or interest.
- Directs and participates in the development and implementation of the City's Infrastructure Capital Improvements Plan (ICIP).
- Implements, directs, participates in and attends meetings of the City's committees established by ordinance (Police Oversight Commission, Lodger's Tax Committee, Planning and Zoning Commission, Library Board and Personnel Board).
- Implements, directs, participates in and attends meetings of the City's Ad Hoc Committees which include, but are not limited to: Airport Committee, Budget Committee, Utility Committee, Safety Committee, Mayor's Drug Task Force, Juvenile Justice Board, Economic Development/Job Creation/Industrial Park Committee, New Mexico Municipal League, WIA, South Central Council of Governments and Senior Center.
- Works with the departments, Administration and City Council on all legal matters.
- Determines the course of action on personnel matters per the City Personnel Manual.
- Reviews and updates all job descriptions as needed.
- Reviews and updates City's Personnel Manual as needed.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities that are desired but not required:**

- Knowledge of principles and practices of municipal management/administration including budgeting, finance, rural planning, public safety, human resource management and program/service evaluation; New Mexico laws, regulations and guidelines governing all aspects of municipal operations; training and staff utilization principles; legal and political issues affecting municipal operations and management; various revenue sources available to local governments including State and Federal sources; principles of negotiation and problem solving.
- Skill in the art of diplomacy and cooperative problem solving; establishing and maintaining working relationships with State, Federal, and other local officials, elected officials, staff and Socorro residents.
- Ability to understand laws, rules, regulations, policies and guidelines; direct the work of others; plan, organize and direct, through subordinate staff, the efficient, effective delivery of City programs, services and functions; develop operating policies and procedures; analyzing and resolving problems regarding City programs, services and function; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively, verbally and in writing; implement cooperative problem-solving processes; professionally handle confrontational situations, operate personal computer and various software applications for word processing and spread sheet information; access e-mail and effectively function in a computerized communications environment.

**Special Qualifications:**

- Must be reachable 24/7 for emergency response.

**Qualifications:**

- Graduation from college with a degree in public administration, business administration, finance or a field acceptable to the City.
- Five (5) years of managerial experience performing above or related duties.
- An equivalent combination of education and experience.
- Additional consideration will be given for a Master's Degree.

**Work Environment:**

Position performed in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Must occasionally lift weights of 10-50 pounds. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Date Approved:

Mayor:

Attest:

1-19-16  
Stephanie Saavedra